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PAY ADMINISTRATION
SECTION 2
PERIODIC STEP-INCREASES

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1. GENERAL

This Regulation establishes Agency policy, requirements and uniform procedures for effecting periodic step-increases to personnel compensated on a per annum basis and occupying positions paid in accordance with the compensation schedules fixed by the Classification Act of 1949, as amended (P. L. 429, 81st Congress). This Regulation does not apply to personnel designated as temporary or having appointments with a definite time limitation.

2. POLICY

Periodic step-increases as provided for in the Classification Act of 1949, as amended, are awarded to employees of the Central Intelligence Agency in accordance with Agency's general adherence to the principles and practices of that Act. Employees who are compensated on a per annum basis and

occupy positions paid in accordance with compensation schedules fixed by

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the Classification Act of 1949, as amended, are eligible for periodic step-increases subject to the conditions prescribed in this Regulation.

3. RESPONSIBILITIES

- a. The Assistant Director for Personnel shall establish such records and procedures as may be required to provide timely notification to
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Operating Officials of scheduled periodic step-increases, process approved increases as scheduled, and notify the employees concerned and the Office of the Comptroller of the effective dates of such increases.
- b. Agency supervisory officials shall approve or disapprove period step-increases for employees under their supervision in accordance with the procedures prescribed by this Regulation.

4. CONDITIONS OF ELIGIBILITY FOR PERIODIC STEP-INCREASE

A periodic step-increase is a pay increase of one-step within the pay range of a grade which is granted an individual upon his completion of a prescribed period of satisfactory performance. To be eligible to receive periodic step-increases, successively to the next higher rate within his grade, an employee must satisfy all of the following requirements:

- a. He must be receiving less than the maximum scheduled pay rate of his grade. The maximum scheduled rate is the maximum pay rate of any grade under the General Schedule (GS) or Crafts, Protective and Custodial Schedules (CPC), exclusive of rates established under Federal regulations governing longevity step-increases, and increases for meritorious service.

*Operating Officials include the Assistant Directors of the Office of the Deputy Director (Intelligence), the Chiefs of Administrative Offices of the Office of the Deputy Director (Administration), the Chiefs of Senior Staffs and Area Divisions of the Office of the Deputy Director (Plans), the Office of Training, the Assistant Director for Communication, and the Assistant Director for Personnel.

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- b. He must have completed the prescribed waiting period specified in paragraph 5 below.
 - c. He shall not have received an "equivalent increase in compensation" during the prescribed waiting period. An equivalent increase in compensation is the total of any increase or increases in basic compensation which is equal to or greater than the smallest step-increase in any grade in which the employee has served during the period under consideration. Increases of the following types, although they may involve comparable amounts, are not considered "equivalent" increases in compensation:
 - (1) Any increase in rates of basic compensation provided by law;
 - (2) An additional step-increase as a reward for superior accomplishment;
 - (3) An increase made for the specific purpose of correcting an error in a previous demotion or reduction in pay;
 - (4) Payment of a foreign or a territorial post differential or cost of living allowance.
 - d. Current service and/or conduct of the employee shall have been determined to be satisfactory by his immediate supervisory official(s).
5. COMPUTATION OF WAITING PERIOD REQUIREMENTS
- a. The waiting period is the minimum time requirement of creditable service without an equivalent increase in compensation in order to be eligible for consideration for a periodic step-increase. The waiting period for either full-time or regular part-time employees is 52 calendar weeks for grades GS-10 or CPC-10 and below, and 78 calendar weeks for

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grades GS-11 and above. The waiting period shall not be interrupted when the employee's services are terminated on the last day of his regularly scheduled work week and his next appointment is made effective on the first day of the next regularly scheduled administrative work week for his new position.

b. The types of service listed below will be considered as creditable service in the computation of the waiting period:

- (1) Continuous paid civilian employment in any branch (executive, legislative, judicial) of the Federal Government, or in the Municipal Government of the District of Columbia, including advance annual and sick leave, and service under a temporary appointment or compensated at a per diem or hourly rate, but not including service paid at overtime rate.
- (2) Leave without pay, furlough, or suspension not in excess of two work weeks.
- (3) Paid Federal civilian employment prior to a non-pay period, including separation, providing such non-pay period was not in excess of 52 calendar weeks. When such prior service is credited, there must be sufficient current creditable service to complete the waiting period.
- (4) Service with the armed forces or, when directed by the appropriate authority, in essential non-Government civilian employment, in the public interest, during a period of war or national emergency, when otherwise creditable service was interrupted.

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- (5) Not to exceed 120 calendar days between discharge or termination and re-employment under mandatory provisions of any statute, regulation, or executive order.

6. EFFECTIVE DATE

- a. Periodic step-increases shall be made effective at the beginning of the next pay period following the completion of the required waiting period and compliance with the other required conditions of eligibility.
- b. When a step-increase is delayed beyond its proper effective date solely through administrative error, delay, or oversight, the step-increase shall be made effective as of the date it was properly due.

7. NOTIFICATION OF SCHEDULED PERIODIC STEP-INCREASES

The Office of Personnel shall furnish names of employees scheduled for periodic step-increases to appropriate administrative officials at least two full pay periods in advance of the due dates of such increases. Form No. ___, Employees Scheduled for Periodic Step-Increases, will be utilized for this purpose. (See Figure 1.)

8. DETERMINATION OF SERVICE AND/OR CONDUCT

- a. Determinations of satisfactory or unsatisfactory service and/or conduct shall be based on the evaluation of the supervisor immediately responsible for the employee's current work.
- b. In the event the employee has not been under the supervision of his present supervisor for a period of at least 30 calendar days preceding the date of certification, the employee's last previous supervisor shall be consulted, if practicable, with regard to the employee's service and conduct.

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- c. It is unnecessary for Operating Officials to submit formal certifications of satisfactory service and/or conduct to the Office of Personnel.

Presumption of satisfactory service and/or conduct shall be made by the Office of Personnel in each case in which certification of unsatisfactory service and/or conduct is not received from the Operating Official by the first working day of the pay period immediately preceding that in which the employee's periodic step-increase becomes due, and the step-increase shall be processed as scheduled.

- d. If the service and/or conduct of an otherwise eligible employee have been unsatisfactory to an extent warranting disapproval of his periodic step-increase, the supervisor directly responsible for the individual concerned will so certify. Certifications of unsatisfactory service and/or conduct will be submitted by the supervisor through normal administrative channels to the Office of Personnel. Such certifications must be received by the Processing and Records Division, Office of Personnel, no later than the first working day of the pay period preceding that in which the employee's periodic step-increases become due. These reports shall state specifically the reasons for making a certification of "unsatisfactory" and shall be counter-signed by the affected employee as evidence that he has been made aware of the supervisor's action. If the employee's performance has been so unsatisfactory that a Separation (Inefficiency) action is contemplated, Operating Officials should take action in accordance with

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Before initiating separation procedures, Operat-

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ing Officials should fully explore the possibilities for the individual's reassignment to a more suitable position within the Agency. The Placement and Utilization Division, Office of Personnel, should be consulted in this regard. If reassignment action is not possible and other action must be taken, the Employee Services Division, Office of Personnel, will advise and assist operating offices in preparing necessary documents.

- e. An employee whose regularly scheduled periodic step-increase has been disapproved shall become ineligible for a periodic step-increase for at least three calendar months following the due date of the disapproved increase. After that time, the employee shall receive a periodic step-increase upon receipt by the Office of Personnel of his supervisor's written certification that the employee's service and/or conduct are currently satisfactory. In such instances, the effective date of the step-increase shall be the first day of the pay period following the date of receipt by the Office of Personnel of the supervisor's certification of satisfactory performance. The Office of Personnel shall notify the appropriate administrative or personnel officer, in writing, of the expiration of the three-month period of ineligibility.
- f. If, upon the expiration of four calendar months following supervisory disapproval of an employee's regularly scheduled periodic step-increase, his services and/or conduct are still considered unsatisfactory, the Office of Personnel shall initiate such follow-up action

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as may be required to bring about an improvement in the individual's work performance, reassignment to a more suitable position, or separation from Agency employment, as appropriate.

9. NOTIFICATION OF APPROVED PERIODIC STEP-INCREASE

Standard Form 1126, Payroll Change Slip, shall be prepared by the Office of Personnel and appropriate copies shall be forwarded to the employee and to the Office of the Comptroller as official notification of approval and effective date of a periodic step-increase.

10. MAINTENANCE OF RECORDS

- a. A master file will be maintained by the Office of Personnel of duplicate copies of Form No. ___, Employees Scheduled for Periodic Step-Increases. (See Figure 1)
- b. Certifications of unsatisfactory service and/or conduct, together with all supporting documentation, shall be filed in the individual's Official Personnel Folder.
- c. The Personnel copy of Standard Form 1126, Payroll Change Slip, shall be filed in the employee's Official Personnel Folder.

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